

Item No. 3e

AGENDA ITEM REQUEST FORM

Development Services

Department

Kimberly Williams

Development Services

**REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM****DEADLINE TO
Town Clerk****ROUNDTABLE
MEETING
Meeting Dates - 7:00 PM****DEADLINE TO
Town Clerk**

- ☐ April 26, 2011
☒ May 24, 2011
☐ June 28, 2011
☐ July 26, 2011

April 15 (5:00 pm)
May 13 (5:00 pm)
June 10 (5:00 pm)
July 15 (5:00 pm)

*Subject to Change

- ☐ April 12, 2011
☐ May 10, 2011
☐ June 14, 2011
☐ July 12, 2011

April 1 (5:00 pm)
April 29 (5:00 pm)
June 3 (5:00 pm)
July 1 (5:00 pm)

- | | | | |
|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

SUBJECT TITLE: Special Event Application from Athena By The Sea to hold the 4th of July Weekend Celebration proposed for Saturday, Sunday and Monday July 2-4, 2011 with a rain date of Tuesday July 5, 2011.

EXPLANATION: The Special Event Application is attached (Exhibit 1). This event has been held in the past in the pier parking lot. The event is proposed to be held on Saturday, Sunday and Monday July 2-4, 2011 with a rain date of Tuesday July 5, 2011. Set up of the event will start at 12:00 p.m. and the area will be cleaned up by 12:00 a.m. The applicant projects a maximum of 150 attendees on site at any one time.

This year, the Town has negotiated a three-year agreement with the Pier to shoot the fireworks display from the Pier. We have included the following provisions in the Pier License Agreement, which is also an agenda item for the May 24, 2011 meeting. In case there is a conflict of conditions between special event recommendations and the license agreement, the licensing agreement shall prevail.

1. **Postponement of Event.** If the Event is postponed to July 5th, the Pier's July 4th Special Event Permit shall also be extended.
9. **Special Event.** Licensor is pre-approved to conduct a three-day July 4th special event as defined by Chapter 17 Article VIII ("Special Events") of the Town Code for each of the three years of the term hereof, limited as provided herein. The three days of this event must be continuous and include July 4th as one of the days. Licensor shall submit a complete application in accord with Town Code requirements at least 60 days in advance of each annual event for administrative review and subject to conditions to be imposed by the Town Manager in accord with conditions generally imposed by the Town for similar events, taking into account the proposed site plan, estimated crowd and other relevant factors. Licensor must obtain an approved Town Special Event Permit each year as described herein, however, Commission approval is not required for each of the three years of the term hereof.

Please note that the applicant has requested the event end at midnight on Saturday, Sunday and Monday nights. At the March 22nd meeting, the Commission approved the Saturday night *Music By the Sea Event* to extend its music deadline to 10:30 pm. The *Jazz on the Square Event* on Friday night, which is also on the May 24th agenda, is proposed to end at 10:30 (30 minutes later than last year.) The 4th of July Special Event application, which is also on the May 24th agenda, proposes a music deadline of 11:00 pm for the Event's concert on July 4th. We have included the 10:30 pm deadlines for the 2nd and 3rd with a 11:00 pm deadline for 4th of July in Condition No. 6, which we believe to be more in line with the community's tolerance for outdoor music.

Historically, the Town requires police detail officers be hired by the special event applicant to provide crowd control and security at their event site. As noted in the New Year Eve's post event evaluation to the Commission, for events on holidays, the Town needs to coordinate the police detail for the Oceanfront Center so that crowd control and security is provided throughout the area, especially when there are multiply event sites. This is the first event we have recommended that each event sponsor contribute to the cost of the Town police detail (see Condition No. 2). We will meet with the event sponsors and the Police Chief to work out the details. Please note that because the Town is the major event sponsor, we will have the majority of the detail expense.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control. BSO has recommended two off duty detail deputies on site. Scheduled hours for these deputies shall be coordinated with the BSO District Chief and the contract for the officers shall be completed 10 days after the event has been approved by the Town Commission.
2. The Town Manager may suspend permission for this event or the onsite Town representative may terminate an event due to the applicant not complying with the terms and conditions of the Town's event permit or impose additional conditions for health or safety reasons, such as crowds that exceed the capacity of the event site.
3. The event site plan may be modified to address public safety and traffic concerns as incorporated into the BSO operational plan for the Town-wide Independence Day Celebration event.
4. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Two (2) female and one (1) male facility required. If attendance at this event exceeds the applicants estimate of 150 people (at any time), the Town may require additional bathroom facilities.
5. The Event shall end at 10:30 pm on July 2 and 3 and on 11:00 pm. on July 4th. The event sound system shall be operated so as not to violate the Town's Code, including Section 13-6, Noise Limitation. (Noise shall not exceed 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm or 75 dba and 75 dbc during the hours of 10:00 pm and 11:30 pm when measured at or beyond 200 ft.)
6. Certificate of Liability Insurance and Caterer's License is required. Copies shall be provided to the Town according to Town timelines.
7. Signs must not interfere with vehicle line of site and be removed immediately following the event.

8. Signs must not interfere with vehicle line of site and be removed immediately following the event.
9. Permit obtained and copy provided to the Town for the tent(s). Proof of flame spread rating for each canopy shall be submitted to Fire Marshal.
10. If a fire watch is required by the Fire Marshal, the applicant shall to schedule with the Fire Marshal ((954-772-8978) within 10 days of the event.
11. One (2A 10 BC) fire extinguisher kept at event site next to the cooking area.
12. No alcohol is permitted outside of the designated event area.
13. Stage shall only be used by the band and shall be posted.
14. Applicant must maintain two (2) exits at all times within the event area.
15. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
16. Provide additional waste receptacles and recycle bins. During the event as needed and at the end of the event, the applicant shall empty the applicant's and Towns waste receptacles and recycling bins within the event area.
17. All documents and permits, especially insurance certificates are to be submitted at least 30 days prior for future events.

EXHIBITS: 1. Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Reviewed by Town Attorney

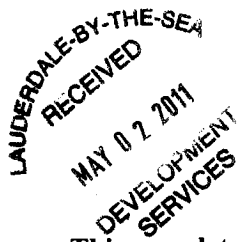
Initials _____

Town Manager

CA

☐ Yes ☒ No

File: U:\0 Agenda Commission & PZ Board\5-24-11 Commission\AC Athenas 4th of July Special Event.doc



The Town of Lauderdale-By-The-Sea
Special Event Application



SPECIAL EVENTS APPLICATION

This completed application must be submitted 60 days prior to the date of the event together with a \$100 application fee to: Assistant Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610.

This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Questions: Phone: 954-776-3611 or email ATM@lauderdalebythesea-fl.gov

Special events are approved by the Town Commission. The Special Event Permit will state all of the conditions that shall be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: 4 th of July Weekend Celebration
2. Day and date of event: Sat. July 2, Sunday July 3 & Monday July 4 (Rain Date July 5)Returning event X
3. Location where event will be held: Pier Parking Lot 2 commercial blvd _____
4. Description of Event: Celebrating America's Independence _____
5. Name and address of sponsor or hosting organization_ Athena By The Sea

4400 Ocean Dr. LBTS FL 33308

-
6. Name(s) of local contact person(s) who will be present each day of the event: Louis Marchelos

Mailing address: 4400 ocean drive LBTS FL 33308__

Daytime phone#: 954-771-2900_Evening phone#: 954-465-7934 Mobile phone#: 954-465-7934

Email: emarchelos@aol.com__ Fax#: _____

7. What is the actual beginning and ending time of the event? 1 p.m – 12 a.m__
Start of set-up time? _12 pm_____ End of tear-down time? _12 am__

8. What type of audience is the event planned for? Locals, families

9. How many participants do you anticipate? _150__ spectators? _____ adult volunteers? _____

10. Are there fees for the participants or spectators? _no_ Will fees be collected on-site? _no

The Town of Lauderdale-By-The-Sea
Special Event Application

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes _____ No ☒

If yes, indicate the streets and blocks and times the closure is requested:

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: _____

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? ☐ no ☒

If yes, please indicate the location and times loading and unloading would occur: _____

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

15. Are you requesting use of Town parking meter spaces for the event? Yes _____ No ☒

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

The Town of Lauderdale-By-The-Sea
Special Event Application

SIGNAGE

Will signs be erected for the event? Yes ☒ No ☐ Number of signs 4 Size 24 sq.ft.

Location of signs On Pier and pier parking lot

Lo _____

Locate signs on detailed site plan.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes ☒ No ☐

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes ☐ No ☒

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:

☒ Amplified sound/speaker system ☒ Live music ☐ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Athena By The Sea

Removal of trash from the event site: Choice environmental

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

no Electrical power-Describe use: _____

no Water – Describe use: _____

The Town of Lauderdale-By-The-Sea
Special Event Application

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? ☐ No, use of pier bathrooms and Athena by the sea Bathrooms ☐ If yes, how many? _____

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

_____ Tent (size: _____ x _____) 6 Canopy (size 10 x 10) 1 Stages _____ Bleachers
1 Canopy size ~~40 x 60~~

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes _____ No ☒ X _____

FOOD

25. Will food be served at the event? Yes ☒ X _____ No _____ If yes, is the food provided:
Free of charge _____ Available for purchase ☒ X _____ Non-Profit _____ For profit _____

Please list the types of food you are serving: Hot Dogs, Burgers, Gyro, Popcorn, Subs

Cooking Equipment: Fryers? _____ Charcoal Grills? _____ Propane Grills? ☒ X _____ Concession trailers? _____
Open fires? _____ Warmers? _____ Sterno? ☒ X _____ Smokers? _____ Hoods? _____ Refrigerators? _____

Are you requesting approval to offer other items for sale at the event? Yes _____ No ☒ X _____
List other items _____

EVENT CONTRACTOR

The Town of Lauderdale-By-The-Sea
Special Event Application

26. Please name your event contractor, if applicable: Louis Marchelos _____

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? __Yes_
If yes, please provide copy of appropriate State license.

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes __X__ No _____

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) ~~___~~ Manual (slides, trampolines) _____

(NO RIDES
AT EVENT)

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

The Town of Lauderdale-By-The-Sea
Special Event Application

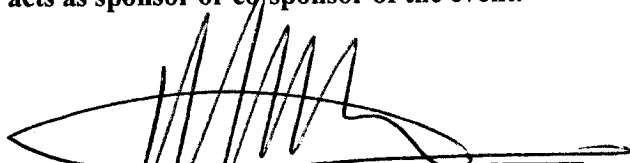
STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.
An approved form of a certificate of liability insurance must be received 30 days prior to the event date.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.


Applicant's Signature (required)

5/3/11
Date

Louis Marchelos
Applicant's Printed Name and Title/Organization

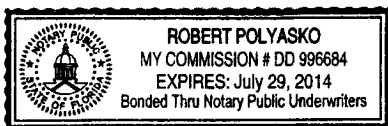
954-465-7934
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by _____ who is personally known to me/provided _____ as
identification and who did/did not take an oath.

My Commission Expires:


Notary Public, State of Florida



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/29/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Richard T. Thorogood Bateman, Gordon & Sands, Inc. P.O. Box 1270 Pompano Beach, FL 33061	CONTACT NAME: PHONE (A/C, No, Ext): 954 941-0900 FAX (A/C, No): 954 941-2006 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Athena by the Sea, Corp. 4400 N Ocean Drive Lauderdale-by-the-Sea, FL 33308	INSURER A: Northfield Insurance INSURER B: Bridgefield Casualty Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		CP575908	12/08/2010	12/08/2011	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		19621991	07/22/2010	07/22/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is listed as an additional insured on General Liability coverage only as their interest may appear when required by written contract.

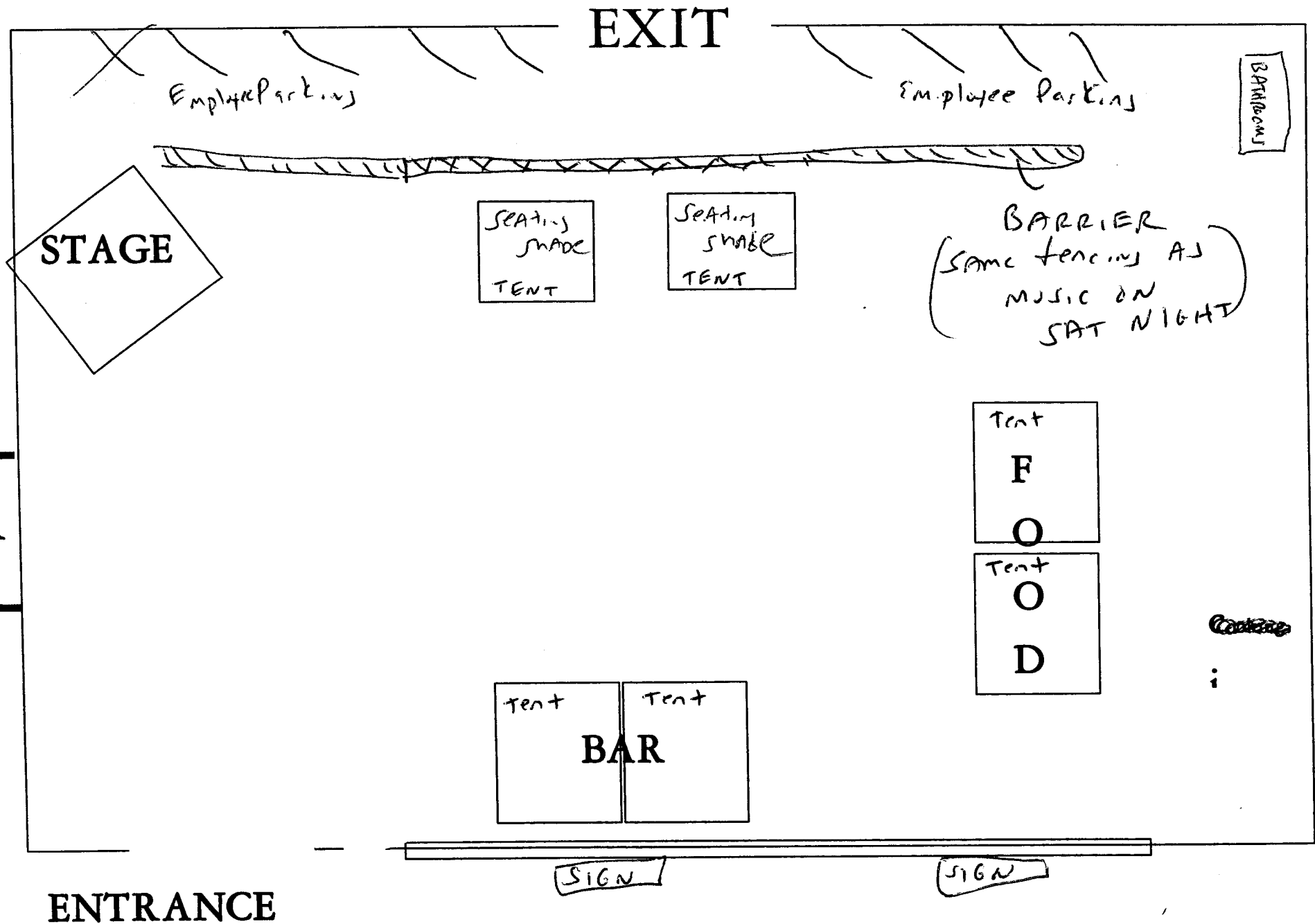
CERTIFICATE HOLDER

CANCELLATION

City of Lauderdale by the Sea 4501 Ocean Drive Lauderdale by the Sea, FL 33308	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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PLAN A
JULY 2+3, NO TENT, only 6 canopy tents alley



PLAN B - Big Camp tent

July 2+3

- No camp tent (10 x 10) if big tent is used.

alley

EXIT

Employee Parking

Barbecue

STAGE

F

O

O

D

BAR

Coaching
i

ENTRANCE

SIGN

SIGN

PIER

Plan C - July 2nd, 3rd + 4th

July 2nd, 3rd - Employee parking only / July 4th no employee parking

- cooking ON JULY 4th ONLY "BARBECUE"
- cooking equipment 10 Feet Away From Tent

alley

- No Employee parking

EXIT

Fireworks
Competition
Tent

Bathroom

tent

RAIN
SETUP
STAGE

CONTEST
AREA

Area Reserved for
Fire Dept. on 4th + July

F
O
O
D

Cooking

← 10 Feet
Away From
Tent

BAR

chairs

SIGN

SIGN

ENTRANCE

PIER